5. Space Allocation and Facility Use

Policy Statement
Space is allocated to individual units through the campus’s physical master plan to serve and support the programmatic goals outlined in the University’s mission and strategic plan. When units vacate space as a result of moves into new buildings or renovations to existing buildings, responsibility for reallocation of the vacant spaces moves to the Office of the Senior Vice President for Academic Affairs and Provost (Provost’s Office). Likewise, the Provost's Office can initiate space changes in accordance with institutional priorities.

Reason for policy
Physical space at the University of Georgia is a valuable institutional resource that must be managed prudently and used efficiently.

Procedures
The space management process is currently under review by a task force consisting of multiple UGA constituents whose recommendations are due in December 2013. Recommendations will be presented to executive leadership and any policy or procedural changes will be communicated to the University community and also posted to this website.

Until that time, the Office of Real Estate and Space Management (RESM) will take all requests for space to the Provost for conceptual consideration. If conceptual consideration is approved, RESM will be tasked with further investigation. Following final approval, RESM will coordinate space allocation changes with the respective department(s).

Requests for space should be sent to the Office of Real Estate and Space Management through the Request for Allocation of Space form. Requests should include a justification of the programmatic needs, estimates of funds required for renovations (if needed), and the source(s) of funding for both renovation and moving costs. The request must be approved by the department head or director and the dean or vice president and forwarded to the Office of Real Estate and Space Management.

Forms/Instructions
Request for Allocation of Space

Additional contacts
Space Management
382 East Broad Street
Athens, GA 30602
706.542.7165
spacerequests@uga.edu

Real Estate
1280 S. Lumpkin Street
Athens, GA 30602
P: 706.583.0811 F: 706.583.8110
realestate@uga.edu

Responsibilities
Responsible University Senior Administrator: Vice President for Finance and Administration Ryan Nesbit. rnesbit@uga.edu. Policy contact: J. Dorsey, Director of Real Estate and Space Management, 706-542-6794, jдорsey@uga.edu.

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